

# WCF Secretary-General advertisement

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The World Croquet Federation Management Committee wishes to appoint a new Secretary-General to take over from 1<sup>st</sup> January 2026. The successful applicant will be appointed to the position of Deputy-Secretary General from 1<sup>st</sup> September 2025, working alongside Debbie Lines until her retirement on 31 December 2025. This will allow for a 4-month hand-over period.

The appointment of Secretary-General will be for a four-year term of office from 1 January 2026 to 31 December 2029. The Secretary-General is eligible to be re-appointed for one further four-year term.

## *Responsibilities of the Secretary-General ("S-G")*

The S-G is the main liaison between the Management Committee and WCF Council. For routine matters they keep the MC informed and advise how an issue has been resolved. Non routine matters, or items which require MC involvement, are referred to the MC. The S-G's main duties include:

1. Manages the activities of the MC according to the Statutes and Administration Regulations.
2. Manages the MC email process for discussing and agreeing proposals and actions.
3. Prepares the agenda and minutes of the monthly MC meetings.
4. Assists the WCF Council by communicating with them via the email decision-making process. This includes:
  - 4.1. Preparing and circulating proposals raised by the MC with Council;
  - 4.2. Receive ideas and proposals from Members and ensure they are appropriately handled; Managing the consultations, votes and elections;
  - 4.3. Communicating the activities of the MC to Council, and alerting Council promptly of any contentious or new issues;
  - 4.4. Manage requests to join the WCF or a Member Change of status.
5. Communicate the activities of the WCF to Members and the wider croquet-playing public through channels such as regular Newsletters, the WCF website, the WCF Facebook page, etc.
6. Manages the WCF website, in person or by directing a WCF webmaster.
7. Supports the WCF Treasurer as needed.
8. Supports the chair of the European Regional Committee as needed.
9. Liaises with and supports the Chairs of WCF Sub-committees.

The S-G typically also manages the administration required for WCF Championships. In this role they are assisted by the WCF Tournament Committee and Event Sub-Committees. The main duties include:

1. Managing the 10-year Championship Schedule and communicating with potential Event Hosts on behalf of the MC to secure expressions of interest for holding future WCF Events.
2. Liaise with the Event Hosts, WCF Event Lead and WCF Tournament Committee to ensure Expressions of Interest, Event Bids and Event Agreements are reviewed, managed and approved.
3. Send out Event Invitations and manage the responses and player entries and the replacement of players should there be any withdrawals.
4. Work with the Treasurer to ensure Entry Fees are received.
5. Collect the player information and share with hosts.
6. Liaise with and support the WCF Event Leads.
7. Collect and review the post event host reports and player surveys, discussing any potential learnings with the MC.

*Commitment:*

The S-G role requires circa 15-20 hours per week. The workload is not spread evenly and may be more or less time consuming at times, particularly depending on the timing of events.

*Skills:*

The primary characteristics and skills required include:

- A genuine passion for croquet and a strong desire to play a key role in developing croquet's reputation as a world sport by ensuring that WCF Events are successful and enjoyable and help to spread a positive image for the sport.
- An organised approach to administration including good timetable discipline and an eye for detail.
- Ability to work within the framework of rules defined in the WCF Statutes and Regulations.
- Strong communication skills using email, voice and web media.
- Ability to communicate clearly and concisely in English, both verbally and in writing. Other language skills a benefit.
- Awareness of, and sensitivity to, the variety of cultural and organisational approaches of different WCF Members.
- Diplomatic leadership skills to assist the MC in providing effective management of distributed activities within a volunteer community.

The candidate may live in any part of the world, as the WCF and MC operate almost entirely by email and conference calls.

For full details of what is involved please refer to the WCF Statutes and Regulations which can be accessed here: <https://worldcroquet.org/wcf-business/statutes-regulations/>

The Deputy Secretary-General will receive an honorarium of £250 paid in arrears at the end of 2025. From 1<sup>st</sup> January 2026, the new Secretary-General will receive an annual honorarium of £4,500 paid in arrears in 3 instalments.

In addition, for each Championship held the Secretary-General is paid an honorarium of £500, paid after the event has been held and all related administration is finalised. The team events count as one event if held by the same host on concurrent dates, but as separate events if held at either a different time or by another host.

The MC would prefer to keep this as one role, however, there is an option to split the role into two separate parts: a Secretary-General and a WCF Events Co-Ordinator. If interested in undertaking part of the full role, please enquire or make this clear with your application.

Applicants should apply to the MC via the Secretary-General at [secretary@worldcroquet.org](mailto:secretary@worldcroquet.org) and are encouraged to discuss the role in more detail with the current post holder, Debbie Lines, or any MC member.

Applications are due by **15<sup>th</sup> July 2025** and should include a c.v. or covering letter detailing how your experience and skills match the requirements of the role.